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STATE OF NEBRASKA

NEBRASKA LIQUOR CONTROL COMMISSION

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TO ALL INTERESTD PARTIES:

Please find enclosed a copy of the rule regarding "Minimum Standards for Alcohol Server Training Programs". This has been approved by the Attorney General, the Governor, and was filed with the Secretary of State on October 3, 2007. The rule became effective on October 8, 2007.

Sincerely,

NEBRASKA LIQUOR CONTROL COMMISSION

Hobert B. Rupe
Executive Director

HBR/jln

Enclosure

Rhonda R. Flower
Commissioner

Bob Logsdon
Chairman

Pat Thomas
Commissioner

TITLE 237 - Nebraska Liquor Control Commission

Chapter 14 – Minimum Standards for Alcohol Server Training Programs

001 Minimum Standards for Alcohol Server Training Programs

Certified alcohol server training courses, regardless of delivery format, shall incorporate the following content:

001.01 Legal Information

- 001.01A Responsibilities of licensees and their employees as they pertain to selling alcohol
- 001.01B Penalties and consequences associated with irresponsible alcohol sale or service
- 001.01C Delineation of what constitutes reasonable efforts to ensure responsible alcohol sales, including 3rd party sales
- 001.01D Proper ID Checking Techniques including but not limited to acceptable forms of ID, what to check on an ID, and underage warning signs
- 001.01E Documentary proof of age book and its correct use
- 001.01F Nebraska specific information such as age to consume, legal BAC limit, legal hours of sale, illegal activities, liability laws and penalties

001.02 Alcohol Information

- 001.02A How alcohol affects people including but not limited to physiological effects of alcohol, visible signs of intoxication, factors influencing rate of intoxication, blood alcohol content, and tolerance.
- 001.02B Types and quantities of alcohol including but not limited to measured drinks, alcohol purity/concentration, and drink equivalencies.

001.03 Intervention Information

- 001.03A Guidelines for ensuring responsible alcohol sales including but not limited to, safe customer service, prevention of confrontation and avoiding the escalation of a situation.

001.04 Delivery Standards of Program

- 001.04A The course must adhere to standard, accepted instructional design techniques and methodology, including presentation, application and feedback. Presentations may include, use of interactive computer programs, video, live training and role playing. A minimum of two hours is required for training.
- 001.04B The program must administer a comprehensive exam to test the participant's understanding and retention of the content. A passing grade shall not be less than 70%, testing shall be done in the presence of the certified trainer. Trainees shall not have access to any written or video material nor have any discussions with another person during the exam, unless the instructor authorizes the use of an interpreter. Questions by a student to clarify test content are permitted.

- 001.04C Exam records must be verified by an independent third party to prevent falsification of records.
- 001.04D Written documentation of program attendance by/for each attendee must be provided.
- 001.04E If presented by trainers, those individuals must meet minimum standards for qualifications as presented in the application for certification.

001.05 Program Trainers

Any program utilizing a trainer shall submit their requirement for training at the time it applies to be a certified program. Such requirement shall be reviewed by the Commission prior to becoming a certified program. Such requirements shall include minimum initial and ongoing training criteria and methods to update the course materials.

002 MANAGEMENT TRAINING PROGRAM

- 002.01 Programs intended to be training for management and supervisory staff in shall contain the same content as a server training program and in addition shall contain:
 - 002.01A Methods for conducting a risk assessment of their establishment
 - 002.01B Developing policies and practices for responsible beverage service
 - 002.01C Procedures specifying when to contact law enforcement
 - 002.01D Recommendations for establishment of on going training for staff

003 APPLICATION TO BE A CERTIFIED PROGRAM

003.01 Any program wishing to become certified shall submit to the Nebraska Liquor Control Commission the following:

- a) A copy of all training materials to be used in the course.
- b) A listing of all approved trainers of that program located within Nebraska.
- c) An explanation of updating the program in a timely manner.
- d) The methods used to become/removed as a trainer of the program.
- e) Certificate of Completion that is issued for successful completion of the course.

Such applications shall be reviewed by the Commission's Executive Director or his designee and the Nebraska State Patrol Coordinator for Alcohol Compliance.

If necessary, a hearing before the Executive Director may be ordered to allow any questions or concerns of the Commission to be addressed by the applicant.

If the course is found to be insufficient after review, the applicant shall be informed of any deficiencies and allowed to revise its proposal to comply.

If the application meets the minimum requirements of the Commission the applicant shall be notified in writing by the Commission.

004 TERM OF CERTIFICATION

- 004.01 Certification of servers/managers shall be valid for a maximum of three years. Recertification shall consist of the same elements of any other program approved by the Commission.

Certified trainers shall provide to the Commission for each individual wishing to be documented as a certified server/manger the following:

004.01A Documentation of the date of the trainee's attendance

004.01B Documentation of a satisfactory test score

004.01C A fee of five dollars (\$5.00) per trainee. This fee shall be used to maintain a list of certified servers and managers and to support the Commission's own online program.